IQAC Minutes of meeting 2014-2015

Sacred Heart College (Autonomous), Tirupattur, Vellore Dt.

	IQAC Meeting			
Date: 21.07.2015	Time: 3.00 p.m	Venue APRC (AKRC)		
Members	Name	Signature		
Principal	Rev. Dr. D. Mariya Antony Raj			
Additional Principal	Rev. Dr. K. A. Maria Arokiaraj	Mar.		
Vice Principal & COE		Paraween Peter 30141115		
Vice Principal(Shift-II)	Rev. Fr. Angelo			
IQAC Coordinator	Dr. L. Ravi	12 ng		
IQAC Assistant Coordinator-1	Dr. S. A Martin Britto Dhas	012		
IQAC Assistant Coordinator-2	Mr. R. Veeraraghavan	1/2.		
Staff Representative (Shift-I)	Dr. J. Henry Rozario	The Loscer		
	Dr. G. Britto Antony Xavier	Extail		
	Dr. K. Parthibaraja	EML		
Staff Representative (Shift-II)	Mr. V. Thomas Immanuel	1		
	Ms. S. Kalaiarasi			
Dean (Shift - I)	Mr. N. Arul Doss	11/18		
Dean for Women Students	Mrs. S. Kalaiarasi	A.		
Dean (Shift-II)	Mr. K. Anabalagan	ald .		
Dean for Women Students	Dr. M. Sarala Devi	100		
MCA Dean	Mr. A. George Louis Raja	Bus.		
MCA Dean for Women Students	Mrs. K. Saravana Priya	2		
Office Superintendent	Mr. S. Jeyaraj	6		
Project Officer	Mr. T. Selvam	My.		

Date: 20.07.2015

Agenda:

1. Prayer - Fr. Principal / Fr. Additional Principal

2. Confirmation of Members- Fr. Principal

- 3. Review of IQAC activities 2013-14 and 2014-15 L.Ravi
- 4. Presentation of Annual Plan of IQAC for 2015-16 L.Ravi
- 5. Discussion and Finalization of the year plan Fr. Principal
- 6. Presentation of the staff appraisal system proposed by the College office Mr. Jayaraj
- 7. Discussion and suggestions on staff appraisal system Fr. Principal
- 8. Formation of a small team of IQAC for the Finalization and follow-up of the staff appraisal system.-Fr.Principal
- 9. Evaluation of the Non-Academic Associations for the year 2014-15 To be scheduled.- Fr.Principal
- 10. AQAR reports Dr.Britto
- 11. Varia, concluding Remarks and schedule of the next IQAC meeting-Fr.Principal

Principal

Principal, Sacred Heart College, Tirupattur, VLR-Dt. 635 60

	tes of the IQAC Meeting	
. Schedule Date: 21/07/2015	Time:3.00 pm -6.00 pm	Place : AKRC
2. Members Present		
Memb	ers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	1 Same.
Additional Principal	Rev. Dr. K. A. Maria Arokiaraj	leg -
Vice Principal and COE	Rev. Fr. Praveen Peter	ER.
IQAC Coordinator	Dr.L.Ravi	Lolu
IQAC Assistant Coordinator-1	Dr. S. A Martin Britto Dhas	QWZ.
IQAC Assistant Coordinator-2	Mr. R. Veeraraghavan	M.
Staff Representatives (Shift I)	Dr.G. Britto Antony Xavier	cepn
	Mr. V. Thomas Immanuel	And.
Staff Representatives (Shift II)	Ms. S. Kalaiarasi	1 DON
Dean of Student Affairs (Shift I)	N. Arul Doss	1985
Dean of Student Affairs (Shift II)	Mr. K. Anabalagan	" Colon
Dean for Women Students(Shift I)	Mrs. S. Kalaiarasi	84
Dean (AICTE)	Mr. A. George Louis Raja	AHB
Dean for Women Students(AICTE)	Mrs. K. Saravana Priya	6.
Office Representative	Mr.S. Jeyaraju	
Project Officer	Mr.T.Selvam	60

3. Decisions of the Meeting

- i. IQAC activities of 2013-14 and 2014-15 were reviewed.
- ii. IQAC year plan was presented to the members and after a detailed discussion the year plan of 2015-16 was finalised.
- iii. College diary of events has to be prepared on a monthly basis and to be presented to the IQAC along with the reports received from various sections of the College. The IQAC has entrusted the task to Prof. Ms. S. Kalaiarasi and Mrs. K. Saravana Priya.
- iv. Academic Audit Process of SHC has to be prepared. IQAC has entrusted the task to Prof. Mr. A. George Louis Raja, Prof. R. Veeraraghavan along with the IQAC coordinator.
- v. Mr.Jeyaraju, the office superintendent, presented a performance appraisal proposal for administrative and support staff to recognise them on the college day. After a discussion, the IQAC has nominated a sub-committee comprising Prof.N. Arul Doss, Mr. V. Thomas Immanuel and Prof. K. Anabalagan to discuss and finalise the above proposal.
- vi. AQAR report of 2012-13 was presented by Dr.G. Britto Antony Xavier and after a review it was approved with corrections suggested by the members.
- vii. Proposals suggested by the Principal:
 - a. Digitalise SHC
 - b. MOUs and Linkages
 - c. Motivating all the faculty members to write Minor, Major Projects
 - d. Addition of new members to IQAC
 - e. Probable time of the next NAAC Visit and Next Autonomy Review Committee visit could be displayed in prominent places of the campus.
 - f. Industry linkage of commerce stream [B.Com, B.Com (CA) and BBA] with the TVS group could be studied and taken forward.

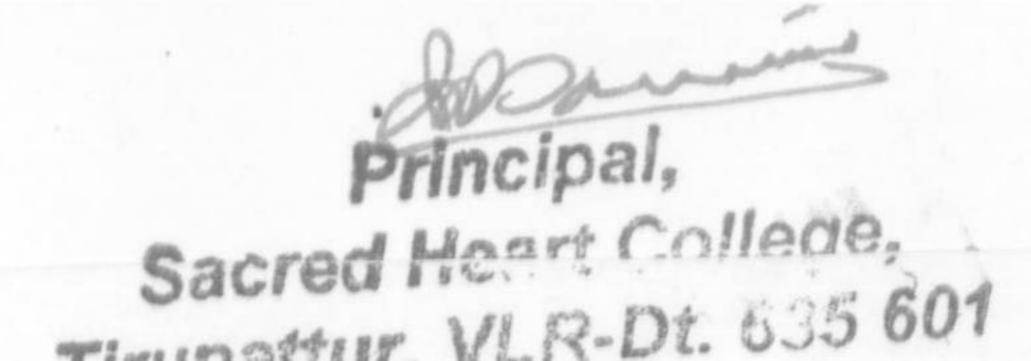
Sacred Heart College, Tirupattur, VLR-Dt. 635 601

IQAC Meeting	DIA A A DIA T
Time:3.00 pm -6.00 pm	Place:DMT Signature
ers	Signature
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Rev. Dr. K. A. Maria Arokiaraj	leg.
Rev. Fr. Praveen Peter	PP
Rev.Fr.Angelo	1
Dr.L.Ravi	Dem
Dr. S. A Martin BrittoDhas	DAR .
Mr. R. Veeraragavan	1 1/-
Dr.J.Henry Rosario	Molonara
Dr.G. Britto Antony Xavier	e Late.
Dr.K.Parthiparaja	El-vnig'sgn21
Mr. V. Thomas Immanuel	6
Ms. S. Kalaiarasi	10
N. Arul Doss	Alles 1
Mr. K. Anbalagan	affect of the second
Mr. A. George Louis Raja	Dig.
Mrs. S. Kalaiarasi	4
Dr.M.Sarala Devi	106
Mrs. K. SaravanaPriya	V.
Mr.S. Jeyaraju	
Mr.T.Selvam	Sol.
P.Anandakumar PhD(Tamil)	UON
D. Vignesh II Msc(Mathematics)	D. Vignesh
	Time:3.00 pm -6.00 pm Pers Rev. Dr. D. Maria Antony Raj Rev. Dr. K. A. Maria Arokiaraj Rev. Fr. Praveen Peter Rev.Fr.Angelo Dr.L.Ravi Dr. S. A Martin BrittoDhas Mr. R. Veeraragavan Dr.J.Henry Rosario Dr.G. Britto Antony Xavier Dr.K.Parthiparaja Mr. V. Thomas Immanuel Ms. S. Kalaiarasi N. Arul Doss Mr. K. Anbalagan Mr. A. George Louis Raja Mrs. S. Kalaiarasi Dr.M.Sarala Devi Mrs. K. SaravanaPriya Mr.S. Jeyaraju Mr.T.Selvam P.Anandakumar PhD(Tamil)

Agenda:

Date: 17/08/15

- Prayer Fr.Principal / Fr.Additional Principal
 Minutes of the previous meeting held on 21.07.2015 L.Ravi
 Presentation of the Staff Appraisal System Mr.S. Jeyaraju
- 4. Discussion and finalisation of Staff Appraisal System Fr. Principal
- 5. Presentation of CQC guidelines Dr. S. A Martin BrittoDhas
- 6. Presentation of Industrial visits guidelines L.Ravi
- 7. Discussion and finalization of CQC and Industrial visit guidelines-Fr.Principal
- 8. Proposal of a star Department Fr. Principal
- 9. Formation of a small team of IQAC for the preparation of the concept note on Star Department -Fr.Principal
- 10. Varia-Fr.Principal
- 11. Concluding Remarks Fr. Principal



SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

1. Schedule Minu	tes of the IQAC Meeting	
Date:18/08/2015	Time:3.00 pm -6.00 pm	Place : DMT
2. Members Present		
Memb	ers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	And the second
Additional Principal	Rev. Dr. K. A. Maria Arokiaraj	100/2
Vice Principal (Shift II)	Rev.Fr.Angelo	De /
IQAC Coordinator	Dr.L.Ravi	lde
IQAC Assistant Coordinator-1	Dr. S. A Martin BrittoDhas	Ptt ,
IQAC Assistant Coordinator-2	Mr. R. Veeraragavan	-
Staff Representatives (Shift I)	Dr.J.Henry Rosario	AM
	Dr.G. Britto Antony Xavier	estell.
	Dr.K.Parthiparaja	El.vonisson Zl
Staff Representatives (Shift II).	Mr. V. Thomas Immanuel	to
	Ms. S. Kalaiarasi	8
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	m/27
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	Dis.
Dean for Women Students(Shift I)	Mrs. S. Kalaiarasi	8/4/
Dean for Women Students(AICTE)	Mrs. K. SaravanaPriya	A Company of the comp
Project Officer	Mr.T.Selvam	
Student Representatives	P.Anandakumar PhD(Tamil)	U.00)
	D. Vignesh II Msc(Mathematics)	D. Vignese.

3. Decisions of the Meeting

- i. The minutes of the previous meeting was presented by the IQAC coordinator L. Ravi and it was approved by the members.
- ii. Prof. T. Selvam presented a performance appraisal proposal for administrative and support staff to recognise them on the college day. After a discussion, the IQAC has requested the sub-committee comprising of Prof. N. Arul Doss, Prof. V. Thomas Immanuel and Prof. K. Anabalagan to re-study the proposal considering the following suggestions:
 - a. The metrics introduced should be more objective and it must be possible to measure.
 - b. Student evaluation can be used as an indicator for performance appraisal and cannot be used as a metric for an award.
 - c. Care should be taken to see that awards do not divide the unity among the staff and it should not create any misunderstanding between them and should not bring down their efficiency.
- Dr. S. A. Martin Britto Dhas presented the CQC guidelines. Dr. Arockiaraj of MSW Department also participated in the discussion as a special invitee. He presented the support system provided by the MSW students towards the conduct of the CQC meetings. The guidelines were approved by the members.
- iv. L. Ravi presented the industrial visits guidelines. After a detailed discussion the guidelines were approved by the members with the following corrections:
 - a. Industrial visit should not be mixed with Site seeing
- v. The Principal presented the concept of nominating a star department. However, the members expressed their apprehensions:
 - a. It is very difficult to evaluate the performance of departments by putting them on par with each other with unequal advantages like faculty strength, their seniority, collating individuals' research publications, etc.
 - b. The present systems like research award on the college day, academic audit process can be implemented effectively by following the system of checks and balance.
- vi. Academic Audit Process of SHC prepared was presented by L. Ravi. It was suggested that another team comprising of Dr. J. Henry Rosario and Dr. K. Parthiparaja can study the proposal so that it can be presented in the next IQAC meeting.

vii. Proposals suggested by the Principal:

- a. Increasing the Working hours of the Library
- b. External membership of the library can be introduced
- c. Introducing a review system in the thesis evaluation of the M.Phil Programme.

Principal, Sacred Heart College, Tirupattur, VLR-Dt. 635 601

Date:22/09/2015	IQAC Meeting	
	Time:3.30 pm -6.00 pm	Place : APRC
Principal	bers D. D. M.	Signature
	Rev. Dr. D. Maria Antony Raj	2000
Additional Principal	Rev. Dr. K. A. Maria Arokiaraj	-
Vice Principal and COE	Rev. Fr. Praveen Peter	RP.
Vice Principal (Shift II)	Rev.Fr. J. Angelo	1
IQAC Coordinator	Dr. L. Ravi	11.
IQAC Assistant Coordinator-1	Dr. S. A. Martin Britto Dhas	240
IQAC Assistant Coordinator-2	Mr. R. Veeraragavan	Dr.
Staff Representatives (Shift I)	Dr. J. Henry Rosario	ANC
	Dr. G. Britto Antony Xavier	lon.
	Dr. K. Parthiparaja	Boar
Staff Representatives (Shift II)	Mr. V. Thomas Immanuel	
	Ms. S. Kalaiarasi	AND W
Dean of Student Affairs (Shift I)	Mr. N. Arul Doss	1
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	10/
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	De B
Dean for Women Students(Shift I)	Mrs. S. Kalaiarasi	84
Dean for Women Students(Shift II)	Dr. M. Sarala Devi	100
Dean for Women Students(AICTE)	Mrs. K. SaravanaPriya	Ga:
Office Representative	Mr. S. Jeyaraju	WXX
Project Officer	Mr. T. Selvam	
Student Representatives	P. Anandakumar PhD(Tamil)	J. ()000
	D. Vignesh II Msc(Mathematics)	D. Vignesh,

Agenda:

1. Prayer - Fr. Principal / Fr. Additional Principal

2. Minutes of the previous meeting held on 18.08.2015–L. Ravi

3. Presentation of the Staff Appraisal System - Prof. V. Thomas Immanuel and Team

4. Discussion and finalization of Staff Appraisal System - Fr. Principal

5. Review of Academic Audit Process - Dr. J. Henry Rosario/Dr. K. Parthibaraja

6. Discussion and finalization of Academic Audit Process - Fr. Principal

7. Presentation of the Diary of Events of the college for June and July 2015 -Ms. S. Kalaiarasi/Mrs. K. SaravanaPriya

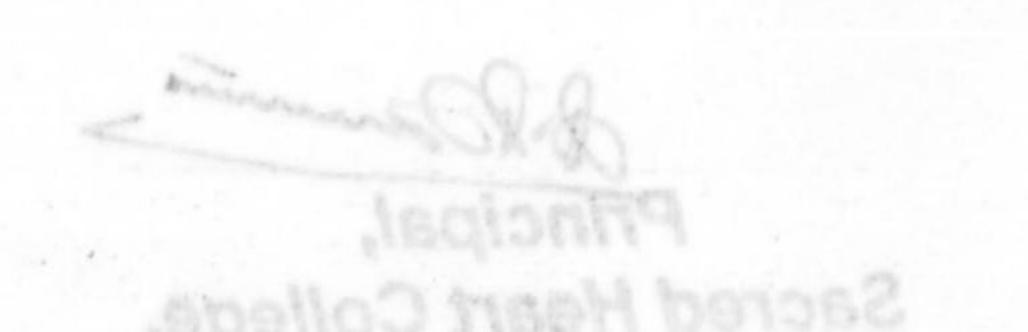
8. Varia and concluding Remarks - Fr. Principal

Station: Tirupattur Date: 21-09-2015

Principal,
Sacred Heart College,
Tirupattur, VLR-Dt. 635 601

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

1. Schedule	nutes of the IQAC Meeting	
Date:22/09/2015	Time:3.00 pm -4.30 pm	Place : APRC
2. Members Present		
Mei	mbers Present	Signature
Principal	Rev. Dr. D. Maria Antony Raj	0 000
Vice Principal and COE	Rev. Fr. Praveen Peter	8000mm
Vice Principal (Shift II)	Rev. Fr. Angelo	1
IQAC Coordinator	Dr. L. Ravi	M.
IQAC Assistant Coordinator-1	Dr. S. A Martin Britto Dhas	all
IQAC Assistant Coordinator-2	Mr. R. Veeraragavan	W
Staff Representatives (Shift I)	Dr. J. Henry Rosario	Car
	Dr. G. Britto Antony Xavier	al
Staff Representatives (Shift II)	Mr. V. Thomas Immanuel	1
	Ms. S. Kalaiarasi	A De la companya del companya del companya de la co
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	Jag 1
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	Aug (mall)
Dean for Women Students(Shift I)	Mrs. S. Kalaiarasi	8/6
Dean for Women Students(AICTE)	Mrs. K. SaravanaPriya	1000
Office Representative	Mr. S. Jeyaraju	10)
Project Officer	Mr. T. Selvam	and .



3. Decisions of the Meeting

- i. The minutes of the previous meeting held on 18.08.2015 was presented by the IQAC coordinator L. Ravi and it was approved by the members with a correction.
- ii. Mr. Jeyaraju, the office superintendent, presented the performance appraisal proposal for administrative and support staff to recognize them on the college day. After a detailed discussion, the IQAC has requested the management to constitute awards for administrative and support staff based on their educational enhancement.
- iii. Academic Audit Process proposal for SHC was presented in the previous meeting and was reviewed by Dr. J. Henry Rosario. The following suggestions were made:
 - a. The financial commitment has to be clearly mentioned. (Remuneration for the external assessors and allocation of fund by the college management to each of the department for this process)
 - b. Number of external assessors for each department has to be mentioned clearly (2 or 3 members).
 - c. The principal and the IQAC coordinator do not have any role to play in the audit panel.
 - d. The overall procedure can be made much simpler.
 - e. The schedule mentioned is not practical.
 - f. The duration of the audit needs to be clarified (two days or one day).
 - g. The departments cannot be judged on governance.
- iv. The Diary of Events of the college of this academic year till date was presented by M. Kalaiyarasi and Mrs. Saravana Priya and the same was appreciated by all the members. The reports will be circulated to all the heads of the departments for their knowledge.
- v. As the Governing body has directed, the management has to prepare the Master Plan (for the next 10 years). It was discussed and it was suggested to relook at the previously prepared Master Plan.

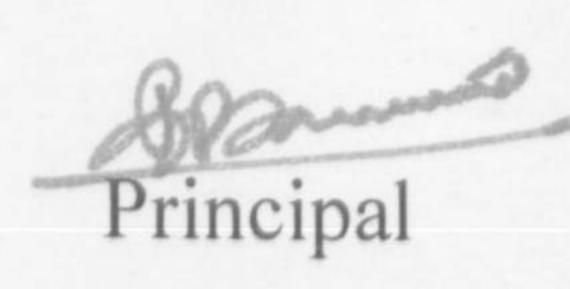
Principal,
Sacred Heart College,
Tirupattur, VLR-Dt. 635 601

	[QAC Meeting	
Date: 09/02/2016	Time: 2.30 pm to 4.30 pm	Place : APRC
Memb	ers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	Approx
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	V
Vice Principal (Shift II)	Rev. Fr. J. Angelo	A
IQAC Coordinator	Dr. L. Ravi	1d
IQAC Assistant Coordinator – 1	Dr. S. A. Martin Britto Dhas	212
IQAC Assistant Coordinator – 2	Mr. R. Veeraragavan	·
Staff Representative (Shift I)	Dr. J. Henry Rosario	AXL
	Dr. G. Britto Antony Xavier	en
	Dr. K. Parthiparaja	8m2/
Staff Representative (Shift II)	Mr. V. Thomas Immanuel	, B
	Ms. S. Kalaiarasi	A STATE OF THE PARTY OF THE PAR
Dean of Student Affairs (Shift I)	Mr. N. Arul Doss	1 18/15/
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	1.
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	008
Dean for Women Student (Shift I)	Mrs. S. Kalaiarasi	800/
Dean for Women Student (Shift II)	Dr. M. Sarala Devi	190
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	B.
Office Representative	Mr. S. Jayaraju	-
Project Officer	Mr. T. Selvam	Bor.
Student Representative	P. Anandakumar Ph.D (Tamil)	V 697
	D. Vignesh II M.Sc (Maths)	D. Vigneste
Special Invitees:	(RESTRUCTURING COMMI	TTEE)
Secretary	Rev. Dr. C. Antonraj	Mass
IQAC Coordinator	Dr. L. Ravi	Col
IQAC Member	Dr. J. Henry Rozario	Athe
	Dr. G. Britto Antony Xavier	20
	Dr. K. Parthibaraja	884
Member	Dr. S. Paulraj	1
	Dr. D. Leslin	Jen.
	Dr. K. Arockiaraj	Ramillage
	Mr. S. Sasikumar	87

Agenda:

- 1. Prayer- Fr. Principal / Fr. Additional Principal
- 2. Minutes of the previous meeting held on 22.09.2015 Dr. L. Ravi
- 3. Curriculum Design for UG & PG Fr. Rector
- 4. Regulations for Board of Studies
- 5. CQC Evaluation Meeting -Dr. S.A. Martin Britto Dhas
- 6. Evaluation of Non-Academic Associations Dr. L. Ravi
- 7. Action Plan of the Academic Audit Dr. L. Ravi
- 8. Varia and Concluding Remarks Fr. Principal

Station: Tirupattur
Date: 08/02/2016



Principal,
Sacred Heart College,
Tirupattur, VLR-Dt. 635 601

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

Mi	nutes of the IQAC Meeting	
1.Schedule		
Date: 09/02/2016	Time: 2.30 pm to 4.30 pm	Place : APRC
2. Members present		
Meml	oers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	Amer
IQAC Coordinator	Dr. L. Ravi	in .
IQAC Assistant Coordinator – 1	Dr. S. A. Martin BrittoDhas	212
Staff Representative (Shift I)	Dr. G. Britto Antony Xavier	2
Staff Representative (Shift II)	Mr. V. Thomas Immanuel	1
	Ms. S. Kalaiarasi	adan
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	Sal
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	1
Dean for Women Student (Shift I)	Mrs. S. Kalaiarasi	Ske
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	185
Office Representative	Mr. S. Jayaraju	Chr.
Project Officer	Mr. T. Selvam	QX -
IQAC Staff	Mr. R. Sathishkumar	130
3. Decisions of the Meeting		m 3nd

3. Decisions of the Meeting

- 1. The Minutes of the Previous Meeting which was held on 22.09.2015, was presented by the IQAC Coordinator L. Ravi and it was approved by the members.
- 2. Annual evaluation of the CQC is scheduled to be held on 22.02.16. The IQAC members Dr. S.A. Martin Britto Dhas, Dr. Parthibarajaand Prof. Veeraraghavan will coordinate and supervise the evaluation meetings. The consolidated report is to be submitted in the next IQAC meeting.
- 3. Annual Exit meeting of M.Phil scholars will be conducted on 22.06.16. Rev. Fr.Principal will coordinate the evaluation meeting.
- 4. Annual evaluation of the non-academic associations will be conducted for this academic year shortly.Rev. Fr.Praveen Peter, Dr. G. Britto Antony Xavier and Prof. Veeraraghavan will draw the schedule and coordinate the meeting. The presidents of the non-academic association have to prepare a report and present it in the form of a power point presentation in the IQAC meeting.

- 5. AQAR for the academic year 2014-15 prepared by Dr. G. Britto Antony Xavier was presented in the meeting. The report has to be further corrected and the facts have to be verified before submitting to NAAC.
- 6. IQAC proposal to apply for a national level conference to NAAC on the theme "Quality Assurance in Autonomous colleges" was presented and the IQAC body approved the proposal.
- 7. Mr. R. Sathishkumar, IQAC Staff will serve as the member of the IQAC.
- 8. Proposals suggested by Rev.Fr. Principal
 - a. Teaching Learning Activities have to be strengthened
 - b. Women Sensitization Programmes have to be planned and EPP have to be created separately from the next academic year onwards. Mrs. S. Kalaiarasi and Mrs. K. SaravanaPriya will prepare the EPP for the Women Sensitization Programmes.

Principal,
Sacred Heart College,
Tirupattur, VLR-Dt. 635 601

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

	IQAC Meeting	
Date: 11/02/2016	Time: 3.00 pm to 5.00 pm	Place : AKRC
Memb		Signature
Principal	Rev. Dr. D. Maria Antony Raj	2000
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	
Vice Principal (Shift II)	Rev. Fr. J. Angelo	Ain
IQAC Coordinator	Dr. L. Ravi	ld-
IQAC Assistant Coordinator – 1	Dr. S. A. Martin Britto Dhas	- SHE
IQAC Assistant Coordinator – 2	Mr. R. Veeraragavan	*t.d
Staff Representative (Shift I)	Dr. J. Henry Rosario	Her
	Dr. G. Britto Antony Xavier	Corl
	Dr. K. Parthiparaja	Son
Staff Representative (Shift II)	Mr. V. Thomas Immanuel	1
	Ms. S. Kalaiarasi	30
Dean of Student Affairs (Shift I)	Mr. N. Arul Doss	will in be able to
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	profession .
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	Ase
Dean for Women Student (Shift I)	Mrs. S. Kalaiarasi	di di
Dean for Women Student (Shift II)	Dr. M. Sarala Devi	918
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	Bish
Office Representative	Mr. S. Jayaraju	5 M
Project Officer	Mr. T. Selvam	De .
IQAC Staff	Mr. R. Sathishkumar	12/2
Student Representative	P. Anandakumar Ph.D (Tamil)	W. Dong
	D. Vignesh II M.Sc (Maths)	D. Vignesh.
Special Invitees:	(RESTRUCTURING COMMI	
Secretary	Rev. Dr. C. Antonraj	1Rg_
IQAC Coordinator	Dr. L. Ravi	de
IQAC Member	Dr. J. Henry Rozario	MY
	Dr. G. Britto Antony Xavier	2)
	Dr. K. Parthibaraja	ENA
Member	Dr. S. Paulraj	1
	Dr. D. Leslin	1 Am
	Dr. K. Arockiaraj	Phrotog
	Mr. S. Sasikumar	0

Agenda:

- 1. Prayer- Fr. Rector
- 2. Minutes of the previous meeting held on 09.02.2015 Dr. L. Ravi
- 3. Curriculum Design for UG & PG Fr. Rector
- 4. Regulations for Board of Studies Dr. L. Ravi
- 5. Varia and Concluding Remarks Fr. Principal

Station: Tirupattur
Date: 10/02/2016

Principal

Sacred Heart College,

1.Schedule		
Date: 11/02/2016	Place : AKRC	
2. Members Present		
Memb		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
IQAC Coordinator	Dr. L. Ravi	64
IQAC Assistant Coordinator – 1	Dr. S. A. Martin Britto Dhas	RIP
Staff Representative (Shift I)	Dr. J. Henry Rosario	man
	Dr. G. Britto Antony Xavier	Kul
	Dr. K. Parthiparaja	BUM
Staff Representative (Shift II)	Ms. S. Kalaiarasi	Buy
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	120
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	DE DE
Dean for Women Student (Shift II)	Dr. M. Sarala Devi	6.2
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	100
IQAC Staff	Mr. R. Sathishkumar	2n 51
Student Representative	P. Anandakumar Ph.D (Tamil)	V. 2003
	D. Vignesh II M.Sc (Maths)	D. Vignel
Special Invitees:	(RESTRUCTURING COMMI	TTÉE)
Secretary	Rev. Dr. C. Antonraj	
IQAC Coordinator	Dr. L. Ravi	
IQAC Member	Dr. J. Henry Rozario	Shipl -
	Dr. G. Britto Antony Xavier	leil (
	Dr. K. Parthibaraja	ENA.
Member	Dr. S. Paulraj	An
	Dr. D. Leslin	The
	Dr. K. Arockiaraj	Partha:
	Mr. S. Sasikumar	(Constitution

3. Decisions of the Meeting

Approved the guidelines and the proposed structure of UG Course presented by Rev. Fr. Rector. Dr. C.Antonyraj. He also Approved the MSW model curriculum for PG program.

Approved the Regulations for Board of Studies proposed by the restructuring committee.

Sacred Heart College (Autonomous), Tirupattur Proposed Restructuring from 2017-18 onwards

The Need

- 1. UGC has given a direction to the Universities with regard to the academic structure under CBCS.
- 2. The present academic structure under CBCS has been in existence for a long time with very limited choices. There is a need to increase the choices for students without affecting the work load.
- 3. In most of the departments the updating of syllabus is due in 2017-18.
- 4. The changed scenario in higher education today challenges us to move forward with standardized curriculum and syllabus to make the students to compete in the All India Competitions.
- 5. The Academic Audit reinforces the idea of improving the standard of the curriculum.

The Process

- 1. The Restructuring committee has been formed (Calendar Page No.23) to discuss and propose changes.
- 2. The committee met 8 times for a long duration to consider restructuring the curriculum in Sacred Heart College, Tirupattur.
- 3. The Committee studied the document of UGC, analyzed the academic structures of prominent colleges in India and deliberated on the different proposals keeping in mind the situation of the College.

The proposals

- The basic structure remains the same.
- The core papers suggested by the UGC (Syllabus) to be adopted to maintain the national standard.
- Subject Skill papers as suggested by the UGC to be adopted.
- Subject Electives: one out of 3 papers will be chosen by students (majority).
- Option to be given for one Allied paper.
- One self- study paper to be oriented towards competitive examinations.
- Self-study papers are given 2 extra credit.
- Non-Major Elective to have library work as one of the components for CA marks.
- DEEDS and SHELTERS get 2 credits each.
- Job oriented Certificate courses will be offered by the Center for Vocational Training.
- UG courses to have 140 credits and a maximum of 2 extra credits.
- P.G. courses to have 90 credits and a maximum of 12 extra credits. The course structure should include the following.
- Core Courses, Elective Courses, Inter Disciplinary Courses, Skill Courses, Certificate Courses together with Practical or Field Work.
- A model has been prepared for MSW Department.

Sacred Heart College (Autonomous), Tirupattur, Vellore Dist. Model of CBCS

(For 2017-2018 Batch onwards)

UG - Arts / Science (Except BBA, B.Com, B.Com (CA) & BCA)

Part	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Tot.Hr	Credits	
I	Lang (5)3c	Lang (5) 3c	Lang (5)3c	Lang (5)3c			20	12	
II	GE (5)3c Comm Eng (1*)	GE (5) 3c Comm Eng (1*)	GE (5)3c	GE (5)3c			20	12+2*	
	MC (10)10c	MC (10) 10c	MC (10)10c	MC (10)10c	MC (22)22c			62	
					ME (6)4c		120		4
III						MC (18)18c		18	
					SSP*1c	SS (10)8c			8+1*
	AR (6)4c	AR (6)4c				SSP*1c			***
			AO (6)4c	AO (6)4c				8	
	FC (2)1c	FC (2)1c	FC (2)1c	FC (2)1c	NME (2)1c	NME (2)1c		6	
IV	ET/RE (2)1c	ET/RE (2)1c	EVS (2)1c	HR (2)1c			20	4	
V			DEEDS	DEEDS 2c				2	
			SHELTERS	SHELTERS 2c				2	
Tot.Hr	30 (23c)	30 (23c)	30 (22c)	30 (26c)	30 (27c+1*)	30(28c+1*c)	180	146+4*	

GE - General English

MC - Main Core (UGC)

ME - Main Elective

SS - Subject Skill (UGC)

AR - Allied Required

AO - Allied Optional

FC - Foundation Course

HR - Human Rights

ET - Ethics

RE - Religion

NME - Non Major Elective

EVS - Environmental Science

SSP*-Self Study Paper

*MC & ME - UGC SYB

Sacred Heart College (Autnomous), Tirupattur, Vellore Dist. Model of CBCS

(For 2017-2018 Batch Onwards)

UG - B.Com / BBA / B.Com (CA) / BCA

Part	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Tot. Hrs	Credits	
Ι	Lang (5)3c	Lang(5)					10	6	
II	GE (5)3c Comm Eng (1*)	GE (5) 3c Comm Eng (1*)					10	6+2*	
	MC (10)10c	MC (10) 10c	MC (15)15c	MC (15)15c	MC (16)16c			66	
					ME (12)8c		140		8
III						MC (16)16c		16	
					SSP*1c	SS (12)8c			8+1*
	AR (6)4c	AR (6)4c	AR (6)4c	AR (6)4c		SSP*1c			
			AO (5)3c	AO (5)3c				6	
IV	FC (2)1c	FC (2)1c	FC (2)1c	FC (2)1c	NME (2)1c	NME (2)1c	20	6	
1 4	EVS (2)1c	ET/RE (2)1c	HR (2)1c	ET/RE (2)1c			20	4	
V			DEEDS	DEEDS (2C)				4	
			SHELTERS	SHELTERS 2C				2	
Tot. Hrs	30 (23c)	30 (23c)	30 (24c)	30 (28c)	30 (25c+1*)	30 (25c+1*)	180	146+4*	

GE - General English

MC - Main Core

ME - Main Elective

SS - Subject Skill

AR - Allied Required

AO - Allied Optional

FC - Foundation Course

HR - Human Rights

ET - Ethics

RE - Religion

NME - Non Major Elective

SSP*-Self Study Paper

*MC & ME – UGC SYB

Sacred Heart College (Autonomous), Tirupattur, Vellore Dist. MSW Course Structure 2016-18

Sem	Code	Title of the Subject	Contact	Credit	E-Hrs	CA	SE	Total
		Semester - I						
I	MC 1	Introduction to Social Work Profession	45	3	3	25	75	100
	MC 2	Social Work Practice With Individuals		3	3	25	75	100
	MC 3	Social Work Practice With Groups	45	3	3	25	75	100
	IDC 1	Sociology for Social Work Practice	30	2	3	25	75	100
	IDC 2	Psychology for Social Work Practice	30	2	3	25	75	100
	SK - 1	Communicative English	30	2	3	25	75	100
	Core	Concurrent Field Work – I	-	6	R/V	40	60	100
		Semester Total		21				700
		Semester - II						
	MC 4	Social Work Practice With Communities	45	3	3	25	75	100
	MC 5	Human Resource Management	45	3	3	25	75	100
	MC 6	Community and Youth Development	45	3	3	25	75	100
	IDC 3	Management of Organizations	30	2	3	25	75	100
ΙΙ	IDC 4	Labour Legislation and Labour Welfare	30	2	3	25	75	100
	SK - 2	Personal Skills	30	2	3	25	75	100
	Core	Concurrent Field Work – II	-	6	R/V	40	60	100
	SFWP 1	Block Field Work (4 Weeks Duration)		4*	Successful Completion			
	CC - 1	Transactional Analysis		2*	Successful Completion			
		Semester Total		21+6*	700			

Sem	Code	Title of the Subject	Contact	Credit	E-Hrs	CA	SE	Total
		Semester - III						
	MC 7	Research Methodology & Statistical Applications with SPSS	45	3	3	25	75	100
	MC 8	Community Health and Development / Union Management Relation/ Medical and Psychiatric Social Work	45	3	3	25	75	100
	MC 8	Local Self Governments in Rural &Urban Settings / HR Practices in Service Industries / NGO Management		3	3	25	75	100
	SK - 3	Social Skills	30	2	3	40	60	100
III	RP 1	Research Project I	-	3	R/V			100
	ME 1	Qualitative Research / Hospital Administration / Monitoring and Evaluation /	30	2	3	25	75	100
	ME 2	Corporate Social Responsibility / Hotel Management/ Disaster Management	30	2	3	25	75	100
	Core	Concurrent Field Work – III	-	6	R/V	40	60	100
	CC 2	Project Proposal Writing and Fund Raising	-	2*	Successful Completion			etion
		Semester Total		24 +2*				800
		Semester - IV						
	MC 10	Human Rights and Social Legislation	45	3	3	25	75	100
	MC 11	Development Strategies/ Organizational Behaviour/ Strategies for youth Development	45	3	3	25	75	100
	MC12	Livelihood and Social Audit/ Human Resource Development/ Counseling and Career Guidance	45	3	3	25	75	100
	SK - 4	Employability Skills	30	2	3	25	75	100
IV	RP 2	Research Project II	-	3	R/V	40	60	100
	ME 3	Development Communication / Skill Matrix & Competency Mapping / Therapeutic Interventions	30	2	3	25	75	100
	ME 4	Performance Management/Tourism & Environment/ Gender Studies	30	2	3	25	75	100
	Core	Concurrent Field Work IV	-	6	R/V	40	60	100
	SFWP 2	Block Field Work (4 Weeks Duration)	-	4*	Successful Comp		letion	
		Semester Total		24 + 4*	8		800	
		Course Total		90 + 12*				3000

*2 Certificate Courses will be offered in II & III Semesters and no terminal examination will be conducted.

The certificate course on Transactional Analysis in III Semester & Project Proposal Writing in IV Semester offered by MSW. Dept. can be taken by M.Sc. Counselling Psychology students.

Similarly the certificate course on Trauma Counselling in III Semester and Psychological Testing in IV Semester offered by Dept. of Counselling Psychology can be taken by MSW students.

BOARD OF STUDIES

Agenda

- Recommended Composition of the Board of Studies and its Functions in an Autonomous College
- Formation of the Board of Studies in the College

Composition of the Board

- Head of the department concerned (Chairman)
- The entire faculty of each specialization
- Two experts in the subject from outside the college
- One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal
- · One representative from industry/corporate sector/allied area relating to placement
- · One postgraduate meritorious alumnus to be nominated by the principal
- The chairman, Board of Studies, may with the approval of the principal of the college, co-opt
 - Experts from outside the college whenever special courses of studies are to be formulated.
 - Other members of staff of the same faculty.

Term

• The term of the nominated members shall be for two years

Meetings

- The Principal of the college shall draw the schedule for meeting of the Board of Studies for different departments.
- · The meeting may be scheduled based on the necessity, but at least once a year

Functions

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- Suggest methodologies for innovative teaching and evaluation techniques
- Suggest panel of names to the Academic Council for appointment of examiners
- Coordinate research, teaching, extension and other academic activities in the department/college

Formation of the Board of Studies in Our College

- Two boards for one discipline.
- Two chairmen (one for UG and one for PG & M.Phil).
- The senior most person (Teaching Experience) will convene UG and PG boards together.
- UG board syllabus will be presented by the UG Chairman.
- PG and M.Phil board syllabus will be presented by the PG Chairman.
- Syllabus preparation for each board will be coordinated by the respective chairman.
 - All the faculty members of the discipline will be present for the board meetings.
 - If the same program is available in a department both in Shift 1 and shift II then the senior most among the shift I and shift II heads will be the chairman of the board of studies.

	IQAC Meeting		
Date: 15/04/2016	Time: 9.00 am to 10.00 am	Place : Principal Office	
Memb	ers	Signature	
Principal	Rev. Dr. D. Maria Antony Raj	Agoon	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj		
Vice Principal and COE	Rev. Fr. Praveen Peter		
Vice Principal (Shift II)	Rev. Fr. J. Angelo		
IQAC Coordinator	Dr. L. Ravi	66-	
IQAC Assistant Coordinator – 1	Dr. S. A. Martin Britto Dhas	BAR	
IQAC Assistant Coordinator – 2	Mr. R. Veeraragavan	Moura	
Staff Representative (Shift I)	Dr. J. Henry Rosario	Lower	
	Dr. G. Britto Antony Xavier	luis	
	Dr. K. Parthiparaja	Elm	
Staff Representative (Shift II)	Mr. V. Thomas Immanuel	2/26	
	Ms. S. Kalaiarasi	Styry.	
Dean of Student Affairs (Shift I)	Mr. N. Arul Doss	Alass	
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	2000	
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	De '	
Dean for Women Student (Shift I)	Mrs. S. Kalaiarasi	de	
Dean for Women Student (Shift II)	Dr. M. Sarala Devi	(000	
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	de	
Office Representative	Mr. S. Jayaraju		
Project Officer	Mr. T. Selvam	9	
IQAC Staff	Mr. R. Sathishkumar	10/5026	
Student Representative	P. Anandakumar Ph.D (Tamil)	P. 36-1	
	D. Vignesh II M.Sc (Maths)	District our	

Agenda:

1. Board of Studies & Administration of M.Phil Courses

Station: Tirupattur
Date: 15/04/2016

Principal

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

1.Schedule Minu	tes of the IQAC Meeting	
- Date: 15/04/2016	Time: 9.00 am to 10.00 am	Place : Principal Office
2. Members Present		
Memb	ers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	2000mal
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
IQAC Coordinator	Dr. L. Ravi	64
IQAC Assistant Coordinator – 1	Dr. S. A. Martin Britto Dhas	RIKR
IQAC Assistant Coordinator – 2	Mr. R. Veeraragavan	Variance -
	Dr. G. Britto Antony Xavier	Curso
	Dr. K. Parthiparaja	Som_
Staff Representative (Shift II)	Mr. V. Thomas Immanuel	april.
	Ms. S. Kalaiarasi	Glam.
Dean of Student Affairs (Shift II)	Mr. K. Anbalagan	1 Sylven.
Dean of Student Affairs (AICTE)	Mr. A. George Louis Raja	DS
Dean for Women Student (Shift II)	Dr. M. Sarala Devi	126
Dean for Women Student (AICTE)	Mrs. K. SaravanaPriya	
Office Representative	Mr. S. Jayaraju	09
Project Officer	Mr. T. Selvam	0
IQAC Staff	Mr. R. Sathishkumar	200
3. Decisions of the Meeting		3n-3n-

Formation of the Board of Studies in Our College

• Two boards for one discipline.

- Two chairman (one for UG and one for PG & M.Phil).
- The senior most person (Teaching Experience) will convene UG and PG boards together.
- · UG board syllabus will be presented by the UG Chairman.
- PG and M.Phil board syllabus will be presented by the PG Chairman.
- Syllabus preparation for each board will be coordinated by the respective chairman.
- All the faculty members of the discipline will be present for the board meetings.

Administration

• UG & M.Phil will be administrated by the senior most faculty of the department

